

Name Of the Faculty:-Sh. Ajitender Singh

Discipline:-Applied Science

Year:-1<sup>st</sup>

Subject:-English

Lesson Plan Duration:-30 weeks(from 30 July to May 2019)

\*\* Work Load(Lecture/Practical) per week(in hours):-Lectures -02,Practicals-02

Week	Theory		Practical	
	Lecture day	Topic (including assignment/ test)	Practical Day	Topic
1st	1st	Definition and Process of Communication-Part-I	1st	1. Listening Exercises-Group-I
	2nd	Definition and Process of Communication-Part-II	2nd	1. Listening Exercises-Group-II
2nd	3rd	Definition and Process of Communication-Part-III	3rd	2. Self and peer introduction -Group-I
	4th	Definition and Process of Communication-Part-IV	4th	2. Self and peer introduction -Group-II
3rd	5th	Definition and Process of Communication-Part-V	5th	3. Debate-Group-I
	6th	Noun and Pronouns-Part-I	6th	3. Debate-Group-II
4th	7th	Noun and Pronouns-Part-II	7th	4. Offering and Responding to offer-Group-I
	8th	Correspondence-Business and official-Part-I	8th	4. Offering and Responding to offer-Group-II
5th	9th	Correspondence-Business and official-Part-II	9th	5. Requesting-Group-I
	10th	Correspondence-Business and official-Part-III(Assignment-I)	10th	5. Requesting-Group-II
6th	11th	Correspondence-Business and official-Part-IV	11th	Revision of above five practicals along viva-voce and checking of Practical notebooks(Group-I)
	12th	Correspondence-Business and official-Part-V	12th	Revision of above five practicals along viva-voce checking of Practical notebooks(Group-II)
7th	13th	Punctuation-Part-I	13th	6. Congratulating-Group-I
	14th	Punctuation-Part-II	14th	6. Congratulating-Group-II
8th	15th	Punctuation-Part-III	15th	7. Expressing sympathy and condolences-Group-I
	16th	Punctuation-Part-IV	16th	7. Expressing sympathy and condolences-Group-II
9th	17th	First Sessional	17th	First Sessional
	18th	First Sessional	18th	First Sessional
10th	19th	Notice Writing-Part-I	19th	8. Apologizing and forgiving-Group-I
	20th	Notice Writing-Part-II	20th	8. Apologizing and forgiving-Group-II
11th	21st	Notice Writing-Part-III	21st	9. Complaining-Group-I
	22nd	Memo-Part-I	22nd	9. Complaining-Group-II
12th	23rd	Memo-Part-II(Assignment-II)	23rd	10. Warning-Group-I
	24th	Memo-Part-III	24th	10. Warning-Group-II
13th	25th	Types of communication(verbal and non-verbal)-Part-I	25th	Revision of above five practicals along viva-voce and checking of Practical notebooks(Group-I)
	26th	Types of communication(verbal and non-verbal)-Part-II	26th	Revision of above five practicals along viva-voce and checking of Practical notebooks(Group-II)
14th	27th	Types of communication(verbal and non-verbal)-Part-III	27th	11. Asking and giving information-Group-I
	28th	Types of communication(verbal and non-verbal)-Part-IV	28th	11. Asking and giving information-Group-II
15th	29th	Types of communication(verbal and non-verbal)-Part-V	29th	12. Getting and giving permission-Group-I
	30th	Prepositlons-Part-I	30th	12. Getting and giving permission-Group-II
16th	31st	Prepositlons-Part-II	31st	13. Asking for giving opinions-Group-I
	32nd	Prepositlons-Part-III	32nd	13. Asking for giving opinions-Group-II
17th	33rd	Conjunctions-Part-I	33rd	14. Talking about Likes& dislikes-Group-I
	34th	Conjunctions-Part-II	34th	14. Talking about Likes & dislikes-Group-II

Week	Theory		Practical	
	Lecture day	Topic (including assignment/	Practical Day	Topic
18th	35th	Second Sessional	35th	Second Sessional
	36th	Second Sessional	36th	Second Sessional
19th	37th	Tenses-Part-I	37th	15.Extempore-Group-I
	38th	Tenses-Part-II	38th	15.Extempore-Group-II
20th	39th	Tenses-Part-III	39th	Revision of above five practicals along viva voce and checking of Practical notebooks(Group-I)
	40th	Reading Skills(passage for comprehension)-Part-I	40th	Revision of above five practicals along viva voce and checking of Practical notebooks(Group-II)
21st	41st	Reading Skills(passage for comprehension)-Part-II	41st	16. Group Discussion-Group-I
	42nd	Reading Skills(passage for comprehension)-Part-III	42nd	16. Group Discussion-Group-II
22nd	43rd	Reading Skills(passage for comprehension)-Part-IV	43rd	17. Newspaer reading-Group-I
	44th	Circulars-Part-I	44th	17. Newspaer reading-Group-II
23rd	45th	Circulars-Part-II	45th	18.Mock Interview-Group-I
	46th	Basics of Report Writing-Part-I	46th	18.Mock Interview-Group-II
24th	47th	Basics of Report Writing-Part-II	47th	Revision of above three practicals along with viva-voce and checking of Practical notebooks(Group-I)
	48th	Resume Writing-Part-I (Assignment-3)	48th	Revision of above three practicals along with viva -voce and checking of Practical notebooks(Group-II)
25th	49th	Resume Writing-Part-II	49th	Revision of 1,2,3,4 practicals-Group-I
	50th	Writing e-mail-Part-I	50th	Revision of 1,2,3,4 practicals-Group-II
26th	51st	Writing e-mail-Part-II	51st	Revision of 5,6,7,8 practicals-Group-I
	52nd	Writing e-mail-Part-III	52nd	Revision of 5,6,7,8 practicals-Group-II
27th	53rd	Paragraph Writing-Part-I	53rd	Revision of 9,10,11,12 practicals-Group-I
	54th	Paragraph Writing-Part-II	54th	Revision of 9,10,11,12 practicals-Group-I
28th	55th	Paragraph Writing-Part-III (Assignment-IV)	55th	Revision of 13,14,15 practicals-Group-I
	56th	Picture Composition-Part-I	56th	Revision of 13,14,15 practicals-Group-II
29th	57th	Picture Composition-Part-II (Assignment-V)	57th	Revision of 16,17,18 practicals-Group-I
	58th	Revision	58th	Revision of 16,17,18 practicals-Group-II
30th	59th	Revision	59th	Viva-voce
	60th	Revision	60th	Viva-voce
31st	61st	Revision	61st	Viva-voce
	62nd	Revision	62nd	Viva-voce
32nd	63rd	Revision	63rd	Viva-voce
	64th	Revision	64th	Viva-voce



